

EFFECTIVE

October 1, 2001.

SUBJECT

1. EBT, Obsolete Forms and Publications
2. Requesting Michigan Vital Records
3. Preventive Services for Families Forms & Publications
4. Code Modifications
5. Edit Updates
6. New/Revised Forms & Publications
7. MPS Payroll Schedule Updated Through 10/2002
8. Custom Cross References

**1. EBT, OBSOLETE
FORMS AND
PUBLICATIONS**

As a result of the statewide roll out of EBT the following forms and publications are no longer in use and have been deleted from the Reference Forms & Publications (RFF) manual:

- FIA-195, EBT & FS Cash Out
- FIA Pub-460, How to Get and Use Your Food Stamps (Direct Mail)
- FIA Pub-461, How to Get and Use Your Food Stamps (On-Line)
- FIA Pub-825/825SP, Wanted Working Households
- FIA Pub-826/826SP, Wanted Working Households
- FIA-1620, Food Stamp OLI Redemption Problem Checklist
- FIA-3992, Food Stamp Cash Out Information, and
- FIA-3993, Food Stamp Benefit Information.

**2. REQUESTING
MICHIGAN VITAL
RECORDS**

The Family Independence Agency (FIA) and the Department of Community Health (DCH) have collaborated to develop an enhanced process for FIA staff to request vital record information from DCH. The process, which initially included birth record requests through email, now includes:

- marriage,
- divorce/annulment, and
- death records.

**Program Office
Access
Restrictions**

Requests for vital records access and information will be restricted to the following offices/programs:

- **Office of Children and Youth Services (OCYS)** for:
 - Foster Care
 - Juvenile Justice
 - Adoption
 - Children's Protective Services
- **Family Independence Services Administration (FISA)** for:
 - Office of Child Support
 - Financial Assistance
 - Food Stamps
 - Medical Assistance Programs
- **Bureau of Financial Management (BAFM)** for:
 - Office of Quality Control

Purchase of service agencies requiring an administrative or certified copy of a vital record for state or court wards in their care must still contact the FIA staff person for that case. The FIA staff person will utilize the email process to request the copy for the purchase of service agency. The purchase of service agency may not submit a vital record form request directly to DCH.

**New Forms
Available**

See RFF for the following new MS Word form instructions:

- **FIA-262**, FIA Request for a Michigan Marriage Record
- **FIA-263**, FIA Request for a Michigan Divorce or Annulment Record
- **FIA-264**, FIA Request for a Michigan Death Record

**Types Of Vital
Records Available**

Two types of vital records are available from DCH Vital Records & Health Statistics (VRHS):

- **administrative** - used to perform the basic functions of the agency, and

- **certified** copies - used when FIA is required by the court to present a certified copy of a vital record.

Each type of vital record has different uses within the agency defined by law under MCL 333.2883(2) 400.115a(f).

How The Process Works

This is a specialized email process developed for this procedure. FIA staff will be able to continue to email the forms directly to DCH, VRHS staff. Detailed instructions for completing the forms and attaching the email are located in the Reference Forms and Publications Manual.

The forms must be filled out as completely as possible with as much information as is available. All of the information is necessary for DCH to accurately locate the correct vital record.

Cost Of The Process

Utilization of this process will continue to be more timely and cost effective for FIA staff. The turn around time for a requested birth record document will still be 10 working days. Whenever the email process is used to request a vital record, the costs will continue to be billed to and paid from a central office account under an FIA Interagency Agreement with DCH. There will still be no charge to the local office for either administrative or certified copies.

3. PSF FORMS & PUBLICATIONS

Existing and modified forms and publications to be used by PSF FIS include (refer to PPB 2001-007 for additional information):

- FIA-93, Examination Authorization/Invoice for Services
- FIA-133A, ASSIST Services Referral, Registration and Changes
- FIA-189, Eco Map
- FIA-202, PSF Personal Inventory
- FIA-203/203A, PSF Questions to Aid Using the Case Screening and Assessment Guide (CSFAG) & Notes Page

- FIA-204, PSF Family Portrait - A Word Picture of Your Family
- FIA-214, Family Contact Log
- FIA-1021, PSF Service Agreement
- FIA-1325, PSF Quarterly Progress Report / Redetermination Report
- FIA-1326, PSF Family Response Questionnaire
- FIA-1327, PSF Family Progress Assessment
- FIA-1328, Promoting Strong Families - Referral for Preventive Services for Families
- FIA-1329, PSF Closing/Transfer Report
- FIA-1331, PSF Closing During Assessment Period / Services Not Opened
- FIA-1332, PSF Referral Form to Community Agency / Private Practitioner
- FIA-1333, PSF Release of Information - Authorization to Share Information
- FIA-1613, Case Screening and Family Assessment Guide (CSFAG)
- FIA-1614, PSF Initial Service Plan (ISP)
- FIA-3987, Preventive Services Case Review
- FIA Pub.-564, Promoting Strengths in Families

***Early On®* Forms & Publications**

When a PSF FIS has agreed to act as the service coordinator for a family whose child is involved with *Early On* services (refer to SRM 265, *Early On®*) an *Individualized Family Service Plan* (IFSP) is completed. The plan is an on-going document used in *Early On* by families and members of each family's team.

The *Early On* team consists of the family, the service coordinator and anyone the family identifies to be part of the process. The IFSP is designed with the family. It is the plan of action and outcomes

that the family would like for their child and for the family. It is the compilation of all the reports, notes, and records of team members through out the duration of the child's involvement with *Early On*.

The following series of FIA forms are used to complete the IFSP and *Early On* requirements (also see PEM 302):

- FIA-1330, PSF *Early On*® Transition/Discharge/Exit Report
- FIA-1334, PSF *Early On*® Redetermination
- FIA-1335, PSF *Early On*® Review/Progress
- FIA-1336, PSF *Early On*® Individualized Family Service Plan (IFSP)

In addition, the following *Early On*® forms and publications are used:

- EO-1, Michigan Individualized Family Service Plan (IFSP) *Early On*® Prototype - Each page of the prototype is titled for the function it serves by the information covered within that page. This prototype is meant to facilitate the IFSP process and to be used as a living document. Some service providers may have forms they currently use that could be substituted for some pages of this prototype, as long as the ***bolded, italicized and impact font*** items are included in their customized IFSP. Refer to FIA-1614, PSF Initial Service Plan and FIA-1336, PSF *Early On*® IFSP.
- EO-2, Consent for Evaluation - Participation in *Early On*® is completely voluntary; a Consent for Evaluation form must be completed by the family before a referral for evaluation is made. The family is to be given information about families' rights and procedural safeguards under *Early On* (see *RFF, EO-4*).
- EO-3, *Early On*® Authorization to Share Information - This form allows all agencies coordinating programs and services for the child and family to share/release personally identifiable information. Parental consent for such release must be renewed every six months.
- EO-4, Michigan Family Rights - Parents of a child who may be eligible for *Early On* services have certain rights which are part of the State Standards based on the Federal law called the Individuals with Disabilities Education Act (IDEA), Part C. These rights provide procedural safeguards. This publication

describes these rights. See RFF, EO-4 for information on how to order this publication.

- EO-5, *Early On*® Concerned About the Health or Development of Your Child - This publication provides some developmental stage guidelines for children. Parents sometimes wonder if their child is growing and developing like other children the same age. A brief explanation of the services available through *Early On* are described in this publication. See RFF, EO-5 for information on how to order this publication.
- EO-6, Family Information Exchange (FIE) Consent to Receive Information - This form is to be provided with EO-2, Consent for Evaluation. This form explains the FIE project and provides parents with contact numbers of agencies who may be able to provide additional services or support.

4. CODE MODIFICATIONS

RFC L - Level of Care code 11 is no longer used. Clinic Plans are no longer an option for managed care enrollment.

RFC M - Additional Medicare Buy-In Status codes are identified and defined. These codes identify SSI recipients and clients with Medicare Part A Buy-In.

Item V - The Vendor Pay Codes for heat, electric and together vending have been updated.

Item W - New Warrant Reasons ES and EX; and new Warrant Disposition EX are added to reflect escheated and expunged EBT cash benefits. See PPB 2001-007 for additional information.

Overissuance and Recoupment Codes

New Overissuance Type and Recoupment Type codes are added to RFC. The new codes are:

- OI Type S for suspected IPV cases referred to OIG
- OI Type T for FS Trafficking convictions
- Recoupment Type 0 for deceased recipients.

5. EDIT UPDATES

CDC

RFE 50000 - has been updated to include new and revised edits due to the CDC policy changes effective 08/01/2001.

SPE - New MPS edits related to CDC provider enrollments have been added.

ARS

ARS edits have been changed and added to support the August 2001 policy changes.

Simplified Reporting

Simplified Reporting policy eliminated the requirement for FS mini-reviews. The following edits related to mini-reviews have been deleted: 2395, 2396 and 7082.

6. NEW/REVISED FORMS & PUBLICATIONS

FIA-38, Verification of Employment

A question was added about health insurance premiums.

FIA PUB 280 – Reporting Changes - When to Report - How to Report - What to Report

Manual instructions have been changed based on groups eligible for simplified reporting.

I-551, Permanent Resident Card

The most current version of the I-551, Permanent Resident Card, is added.

FIA-601, Food Replacement Affidavit

A revision has been made to the FIA-601, Food Replacement Affidavit. This form had previously been used to replace food stamp coupons and authorizations that were not received or stolen. This form has been revised and is used whenever there is a domestic disaster or misfortune requiring a replacement of food that was lost.

FIA-712, CDC Need Hours Worksheet

Updated with the latest version of this form.

FIA-805, Child Development and Care Attendance/Billing Record

This form is used by CDC providers when calling in their billing information.

FIA-3688, Shelter Verification

Based on field requests, two new questions have been added; Date you moved in and a Home Heating Credit question.

FIA-4660, Medicare Savings Program Notice

The wording of this notice has been changed to use Medicare Savings Program instead of Qualified Medicare Beneficiary. This matches changes made to PEM 165.

DCH-0373-D, MICHild and Healthy Kids Application

The DCH-0373-D, MICHild and Healthy Kids Application, is revised June 2001. Local offices were sent an initial supply in May 2001. Previous editions are obsolete.

**Recoupment
Policy Form
Changes**

The following forms were revised or created with the August 1, 2001 recoupment policy changes but could not be published in time for the August 2001 policy release:

- FIA-4355, Repay Agreement,
- FIA-4357, Intentional Program Violation Client Action Notice,
- FIA-4358A, Notice of Overissuance,
- FIA-4358B, Agency and Client Error Information and Repayment Agreement,
- FIA-4358C, Overissuance Summary
- FIA-4358D, Hearing Request for Overissuance or Recoupment Action,

- FIA-4630, Recoupment and Disqualification Agreement,
- FIA-4701, Overissuance Referral,
- FIA-4701A, Overissuance Referral Disposition, and
- FIA-4702, Suspected Intentional Program Violation Client Notice.

EBT Forms

Four new systems generated forms have been created to notify customers and specialists that an account is either approaching dormancy or has become dormant. These notices are sent in the 2nd month of inactivity for dormancy warning, and in the 3rd month of inactivity for actual dormancy. These forms reflect Electronic Benefit Transfer policy.

- FIA-277, Food Stamp Dormancy Warning
- FIA-278- Frozen Food Stamp Account
- FIA-279, Cash (FIP/SDA) Dormancy Warning
- FIA-281, Frozen Cash (FIP/SDA) Account

7. MPS PAYROLL SCHEDULE UPDATED THROUGH 10/2002

The MPS Payroll Schedule has been updated to include payroll dates through 10/2002.

8. CUSTOM CROSS- REFERENCE LINKS

Custom Cross-Reference links are being established throughout this and other online manuals.

Where Links Will Appear

A link appears as blue text on the page of an online manual item when you are referred to a separate section or subsection:

- within that item,
- in another item of the same manual, or
- in another manual.

Note: No change bar appears in the “target” item when the only change to the line of text is a cross-reference link.

Cursor Change

Your cursor will change from an arrow to a hand when you pass it over the blue text.

Using the Link

To use a cross-reference link, click on the blue text (referred to as the “source”). The system will automatically take you to that manual section or subsection. Your target will appear in reverse highlight on the page.

Returning to Your Source

When you have finished reviewing and want to return, you can go back to the source in either of two ways:

1. **Right-click** on the section/subsection heading. A drop-down box will appear. Left-click on the first choice, “Go Back To Source.”
2. Left-click on Navigation in the menu bar, then on “Go Back To Source.”

Manual Maintenance Instructions

Be aware that Manual Maintenance Instructions at the end of each bulletin lists all the documents that have changed from the previous release. These will include manual items where the only change is the addition of custom cross-reference links.

Note: Printed copies of this package (bulletin plus manual pages) will not include manual items where the only change was an added link (such as custom cross-reference or index links, etc.).

Links in the Internet Version of the Manuals

The custom cross-reference links will be available in the Internet version of the manuals. See **Where Links Will Appear** above.

Exception: Links to manuals not available on the Internet are displayed but will not connect. You will receive a message explaining the manual referred to is unavailable in an Internet version.

Enhancements

Future enhancements includes adding new categories to Manual Maintenance Instructions:

- Changed Items (content changes)...
- Changed Items (link changes only)...
- End Dated Manuals...

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

RFF 0249
RFF 262
RFF 263
RFF 264
RFF 277
RFF 278
RFF 279
RFF 281
RFF 783
RFF 805
RFF 4358A
RFF 4358B
RFF 4358C
RFF 4358D
RFF 4712
RFF 4712M
RFF EO-1
RFF EO-2
RFF EO-3
RFF EO-4
RFF EO-5
RFF EO-6

Changed Items ...

RFC A
RFC E
RFC F
RFC L
RFC M
RFC N
RFC O
RFC P
RFC R
RFC V
RFC W
RFE 1000
RFE 2000
RFE 5000
RFE 7000

**RFE 9000
RFE 30000
RFE 40000
RFE 50000
RFE SPE
RFF 16
RFF 38
RFF 45
RFF 93
RFF 94
RFF 133A
RFF 189
RFF 202
RFF 203
RFF 204
RFF 213
RFF 214
RFF 254
RFF 280
RFF 0373D
RFF 551
RFF 560
RFF 601
RFF 712
RFF 1002
RFF 1009
RFF 1021
RFF 1132
RFF 1325
RFF 1326
RFF 1327
RFF 1328
RFF 1329
RFF 1330
RFF 1331
RFF 1332
RFF 1333
RFF 1334
RFF 1335
RFF 1336
RFF 1419
RFF 1582
RFF 1613
RFF 1614
RFF 1625A**

**RFF 2351X
RFF 2362
RFF 3380A
RFF 3422
RFF 3471
RFF 3688
RFF 3987
RFF 4355
RFF 4357
RFF 4630
RFF 4660
RFF 4701
RFF 4701A
RFF 4702
RFF 4750
RFF 4768
RFF 4783
RFS 107**

Deleted Items ...

**RFF 195
RFF 460
RFF 461
RFF 825
RFF 825SP
RFF 826
RFF 826SP
RFF 1620
RFF 2003
RFF 2420
RFF 3992
RFF 3993
RFF 4358**